



Job Opportunity

California State Lands Commission

The California State Lands Commission is an equal opportunity employer to all regardless of race, color, creed, national origin, sex, marital status, religion, political affiliation, ancestry, disability, age, medical condition, sexual orientation, religious/political opinion, or discrimination filing.

August 6, 2009

ACCOUNTANT TRAINEE

\$3,240 - \$3,751 per month

OR

ACCOUNTANT I (Spec.)

\$2,870 - \$3,488 per month

(WILL CONSIDER FILLING AT EITHER LEVEL – DUTIES WILL BE ADJUSTED ACCORDINGLY)

Under the supervision of the Senior Accounting Officer, the Accountant Trainee conducts various verifications, accounting systems analysis, and other required tasks. This position may exercise limited control in the administration of established policies and procedures and have on-going contact with program staff, managers, control agencies, vendors, lessees, and members of the public.

DUTIES AND RESPONSIBILITIES:

- Coordinate the receipt of all cash reimbursements and revenue;
- Ensure all cash receipts are properly coded and input into CALSTARS;
- Ensure all cash is accurately posted to lease cards and logs and that outstanding invoices are liquidated, as appropriate;
- Review monthly cash reports for accuracy and make corrections, as necessary;
- Research and resolve discrepancies between deposits, log sheets, and agency records;
- Prepare monthly reimbursement reports and assist Accounting staff in maintaining accounts and records;
- Provide Commission staff with lease payment status and work with negotiators to determine the appropriate handling of revenue;
- Assist with the documentation and revision of Accounting processes and systems;
- Perform other duties as required to assist Accounting staff in maintaining accounts and records.

DESIRABLE QUALIFICATIONS:

- Good communication skills and ability to interact professionally with staff and the public;
- Familiarity with personal computers – Microsoft Office Systems, Novell GroupWise Network Software and Access;
- Ability to work under tight timeframes and pressure;
- Good attendance and dependability;
- Good organizational skills and self-motivation;
- Good judgement and tact;
- Willingness to accept responsibility;
- Exercise a high degree of initiative, independence and originality in the performance of assigned tasks.

POSITION LOCATION:

100 Howe Avenue, Suite 100-South
Sacramento, CA 95825

Free Parking! Near Light Rail, Bus Lines and CSU Sacramento.

HOW TO APPLY:

Submit resume & standard State application to:

California State Lands Commission
Attn: Personnel Office
100 Howe Avenue, Suite 100-South
Sacramento, CA 95825-8202

Telephone: (916) 574-1910
FAX (916) 574-1915

WHO MAY APPLY:

State employees with transfer eligibility, reinstatement eligibility, or employment list eligibility. Transfers from surplus agencies or individuals on SROA will be given first consideration.

Former State Employees with reinstatement eligibility or employment list eligibility.

Non-State employees who have already taken an examination for this job classification and have established employment list eligibility.

Applications will be screened and only the most qualified candidates will be scheduled for an interview.

FINIAL FILING DATE: Until Filled